Unit for Sale Unit #\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seller \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email addresses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Intent to Sell Letter from Shareholder
* ***Application (make sure it has email addresses for buyer(s))***
* ***Fee for Application($500)***
* ***Signed Credit Check Authorization/Check(s)***
* ***Signed Background Check Authorization/Check(s) Paperwork***
* ***Credit Check Fees $50 married couple and $35 individual***
* ***Background Check Fee $40 ($40 per Adult Individual)***
* ***Signed Contract of Sale***
* ***Signed Loan Commitment***
* Questionnaire from Lender
* Set an Interview Date w/ Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Inform Buyer of Date of Interview
* Inform Transfer Agent and Keith of Approval/Disapproval
* Interview Buyer
* Deposit the Fees Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Send approval /disapproval letter
* Aztech Recognition Form ***(MP Secretary delivers in triplicate to Transfer Agent for closing)***
* Assignment/Assumption For ***(MP Secretary delivers duplicates to Tansfer Agent for closing)***
* Michael gives fees outstanding for Mogul Park Inc. ***(MP Treasurer MM gives Transfer Agent for closing)***
* Stock Certificate ***(MP Secretary gives Transfer Agent for closing)***
* Fees owed to MP if any ***(MP Treasurer gives Transfer agent Property/School taxes, pass thru, water or adjustments)***
* If Seller lost Proprietary Lease, President/Secretary signs new lease ***(MP Secretary gives duplicate to Transfer Agent for closing)***
* ***After Closing 2% Flip Tax Received for total sale price to Mogul Park Inc.***
* ***MP receives old Stock Certificate***
* ***MP receives copy of Recognition agreement***
* ***MP receives copy of Assignment Form***
* ***Closing Memo from Transfer Agent with address, ss#, phone #’s, and email address if we do not have.***